

**Public Information Officer | Communications**  
**House Republican Caucus**  
Washington State House of Representatives

**Background:**

- The House Republican Caucus consists of 47 Republican members of the Washington State House of Representatives, their legislative assistants, leadership staff, Policy Development and Communications.
- The Communications staff works collaboratively to: promote the common goals and solutions of the House Republican Caucus; support the communications needs and legislative priorities of individual state representatives; and provide other public relations functions as directed.
- The Communications staff consists of a director, a deputy director and seven public information officers (PIO).

**Job description:**

- This is a full-time, at-will, permanent position located in the John L. O'Brien Building on the Capitol Campus in Olympia, Washington.
- All Communications staff are expected to be: customer-service oriented; collaborative; motivated; hard-working; organized; well-informed on legislative issues; able to work with different types of personalities; and capable of multitasking and meeting deadlines.
- Each PIO is assigned five to seven state representatives. Responsibilities include: creating and managing strategic communications plans; drafting and editing news releases, e-newsletters, newsletters, video scripts, speeches, presentations and other communications; engaging in media relations; maintaining member websites; and assisting with outreach endeavors such as social media, radio, telephone town hall meetings and other public relations functions.

**Qualifications:**

- A bachelor's degree.
- Two years of experience working in a communications, public relations, public affairs, legislative or media-related field.
- Each PIO is expected to have strong written and personal communications skills, and be proficient in or quickly learn: Microsoft Office applications; Microsoft Expression; Microsoft OneNote, GovDelivery; WordPress; and some social media platforms.

**Salary range:**

- Depends on qualifications.

**Application information:**

- Please submit a cover letter, résumé, references and three writing samples by December 5, 2014 to:

**John Handy**  
**Director, Communications**  
**House Republican Caucus**  
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